

Effective 31 July 2000

Personnel Procurement
Police Record Checks

For the Commander:

ROBERT E. GAYLORD
Colonel, GS
Chief of Staff

Official:

ROGER H. BALABAN
Director, Information Management

History. This UPDATE publishes a revised regulation which is effective 31 July 2000.

Summary. This regulation prescribes the procedures to be followed in obtaining documentation when a law enforcement agency will release arrest information and procedures to be followed in the event of refusal to provide such information.

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1. Purpose

This regulation prescribes the procedures to be followed in obtaining documentation when a law enforcement agency will release arrest information and procedures to be followed in the event of refusal to provide such information.

2. References

- a. Related publication. AR 601-210 (Regular Army and Army Reserve Enlistment Program).
 - b. Required forms.
 - (1) USAREC Form 1037 (Probation Officer and/or Court Records Report).
 - (2) USAREC FL 41 (Request for Information From Institution).
 - (3) USAREC FL 146 (Release of Arrest Information).
 - c. Related forms.
 - (1) DD Form 369 (Police Record Check).
 - (2) SF 86 (Questionnaire for National Security Positions).
 - (3) USAREC Form 1104 (Enlistment Eligibility Questionnaire).
- NOTE: All above forms may be electronically generated using FormFlow software.

3. Explanation of abbreviations and terms

- a. Abbreviations.
 - (1) MOI — memorandum of instruction
 - (2) Rctg Bde — recruiting brigade

tion.

Applicability. This regulation is applicable to all elements of this command.

Proponent and exception authority. The proponent for this regulation is the Director of Recruiting Operations. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel or GS-13.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be

- (3) Rctg Bn — recruiting battalion
- (4) USAREC — United States Army Recruiting Command
 - b. Terms.

(1) Law enforcement agencies — Implies city police department, county sheriff department, state troopers and/or highway patrol, college campus police, and military provost marshal.

(2) Court — Implies juvenile justice system, family court, juvenile court, city and/or municipal court, and county court.

NOTE: City, county, and state is referred to by different names through different municipalities. Run the applicable agency check.

4. Policy

a. It is the policy of this command that all information pertaining to alleged or suspected records of arrest and/or conviction on applicants for enlistment will be verified with state and local law enforcement agencies, unless such agencies charge a fee and/or require fingerprints or refuse, in writing, to comply with the request. Where obtaining police checks is a matter of inconvenience as opposed to an impossibility, police record checks will be obtained in accordance with current regulations. The guidance as set forth by this regulation will not be used to circumvent other regulations, but is intended solely to preclude wasted effort in requesting police record checks from agencies who have stated they will not provide them or that they charge a fee and/or require fingerprints for doing so.

b. All individuals enlisting into the Delayed Entry Program or the Delayed Training Program will require DD Form 369 (Police Record Check) from the city, county, and state where the individual lived at time of enlistment. DD

evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. The proponent agency of this regulation is the Director of Recruiting Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank forms) directly to HQ USAREC (RCRO-PP), Fort Knox, KY 40121-2726.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution A. This regulation is published in the Recruiting Station Operations UPDATE.

Forms 369 are required to be completed and at the Military Entrance Processing Station for inclusion in the ship packet no later than 30 days from enlistment into Delayed Entry Program or Delayed Training Program.

c. DD Form 369, court dockets, and USAREC Form 1037 (Probation Officer and/or Court Records Report) will be obtained when photocopy fees are charged.

d. Telephonic police record checks and/or court checks will be in memorandum for record format for enlistment purposes.

5. Procedures

a. DD Form 369 will indicate the name the applicant is requesting to be enlisted as; as well as the name on their birth certificate, maiden name, and any other name the applicant is also known as. In situations where an applicant is known as Matt but his actual name is Matthew, Matt is not needed as also known as (also true with Tom, Tommy, Thomas; Jim, Jimmy, James, etc.). However, in cases where the name is not clearly derived from the originating name (such as Dick, Richard; Esteban, Stephen, etc.), all names will be listed prior to DD Form 369 being completed by the servicing agencies.

(1) DD Form 369 (see fig 1) must be signed by the applicant.

(2) Computer generated and photocopies of DD Form 369 are acceptable.

b. DD Form 369 from civilian agencies will complete section III, items 12 through 16 and must be original.

c. Police record checks required from military installation: Mail the DD Form 369 to the provost marshal office or other military law enforcement agency of the post, kasserne, base, or installation. Do not mail to a foreign government or

*This regulation supersedes USAREC Regulation 601-94, 14 December 1994.

law enforcement agency. Telephonic military police records check is authorized for waiver processing.

d. A police record check is not required from law enforcement agencies that charge a fee and/or require fingerprints or who refuse to release arrest and/or conviction information. When police record checks are not required as described above, the following actions will be taken:

(1) The recruiter will have the applicant enter appropriate data on the SF 86 (Questionnaire for National Security Positions) electronic personnel security questionnaire version and on the USAREC Form 1104 (Enlistment Eligibility Questionnaire).

(2) The recruiter will reference the letter on file at the recruiting battalion (Rctg Bn) or the recruiting brigade (Rctg Bde) memorandum of instruction (MOI), whichever is appropriate, in DD Form 369, section III, item 13. Example of DD Form 369 with statement is at figure 2. The recruiter will complete DD Form 369 as if it were going to be forwarded to the appropriate law enforcement agency (see fig 2).

(3) Request for waiver, if required, will be in accordance with AR 601-210, chapter 4.

(4) The quality control noncommissioned officer in the Army counselor shop will verify each statement on DD Form 369, section III, with the Rctg Bde MOI, list of USAREC FL 146 (Release of Arrest Information) on file at the Rctg Bn, or with a copy of the actual document.

e. If law enforcement agencies will not complete DD Form 369, but will allow recruiting personnel to view the records, the recruiter will complete and sign the DD Form 369.

f. For agencies that require notarized signatures a commissioned officer will be used.

g. The validity period of the DD Form 369 is indefinite unless an applicant has new or alleged offense(s) and/or charge(s) after the law enforcement agency checks have been obtained. In this case, the recruiter will be required to update the law enforcement agencies check(s) only in those city, county, and state agencies where the new offense(s) and/or charge(s) are alleged or suspected.

h. When a final disposition is not listed on the DD Form 369, court dockets will be obtained. Court dockets are required for:

(1) All offenses above minor nontraffic regardless of disposition.

(2) Moral waivers.

i. USAREC Form 1037 will indicate the same information as in a above and will be signed by the applicant.

(1) Computer generated and photocopies of USAREC Form 1037 are acceptable.

(2) USAREC Form 1037 from civilian agencies will complete the back side of the form in its entirety and must be original.

j. USAREC Form 1037 will be used when court dockets will not be released. A statement will be placed in the Remarks section, by the court, that court documents will not be released. USAREC Form 1037 will be used for courts, probation and/or parole officers, or juvenile authorities but will not be used for law enforcement agencies. USAREC Form 1037 will be completed as shown in figure 3.

k. Court dockets are not required from courts which charge a fee or refuse to release information. When court dockets or court record checks are not required as described above, the following actions will be taken:

(1) The recruiter will have the applicant enter the appropriate data in the "Technical name of offense for which tried" and in the "Disposition to include sentence" blocks of the USAREC Form 1037.

(2) The recruiter will reference the USAREC Form 1037, letter on file, or the Rctg Bde MOI, whichever is appropriate, in the Remarks section of the USAREC Form 1037.

(3) The quality control noncommissioned officer in the Army counselor shop will verify each statement on USAREC Form 1037 with the Rctg Bde MOI, list of USAREC Form 1037 on file at the Rctg Bn, or a copy of the actual document.

l. If the courts will not complete USAREC Form 1037, but will allow recruiting personnel to view the records, the recruiter will complete and sign USAREC Form 1037.

m. USAREC FL 41 (Request for Information From Institution) is only required for waiver processing when the potential applicant was detained for a period in excess of 24 hours and will be completed as shown in figure 4.

n. USAREC FL 146 (see fig 5) will be used to solicit clarification on the release of arrest and/or conviction information from all state and local law enforcement agencies. USAREC FL 146 will be prepared by Rctg Bde or Rctg Bn operations personnel and signed by the Rctg Bde or Rctg Bn commander or executive officer. USAREC FL 146 will only be sent to law enforcement agencies. USAREC FL 146 will not be sent to courts. In the event a court refuses to release dockets and/or information, a letter or USAREC Form 1037 will be obtained by the Rctg Bde or Rctg Bn operations stating their policy.

(1) USAREC FL 146, USAREC Form 1037, or a letter will be obtained from those agencies that do not release arrest and/or conviction information, require fingerprints, or charge a fee. The Rctg Bde and/or Rctg Bn will obtain a new USAREC FL 146 and/or USAREC Form 1037 every 5 years.

(2) Upon request, Rctg Bns will send a copy of a letter on file to other recruiting elements via facsimile, electronic mail, or postal service. Those personnel authorized under AR 601-210, paragraph 2-10d, to obtain telephonic police record checks may obtain telephonic confirmation of a letter on file for enlistment. A properly completed DD Form 369 must be included in the enlistment packet.

(3) Rctg Bdes will consolidate the documents referenced in b above into a MOI for distribution within the Rctg Bde and to other Rctg Bdes and/or Rctg Bns. The MOI will be reviewed and approved by the United States Army Recruiting Command (USAREC), Recruiting Operations Directorate. If approved, a memorandum will be sent to the Rctg Bde and is valid for 5 years. Once approved by Recruiting Operations Directorate, Rctg Bde MOI are authorized for use by all USAREC elements. USAREC elements only need to have a copy of the Rctg Bde MOI on file and do not need a copy of USAREC FL 146,

USAREC Form 1037, or letters from law enforcement agencies quoted in said MOI. The MOI will remain valid for 5 years. Rctg Bdes will publish a dated addendum, which will be attached to and remain valid until the expiration of the original MOI. The addendum will reflect any changes to the original MOI or state no changes.

(4) When police records from a town, city, or county are maintained or consolidated at a different, but related law enforcement agency, a letter from the latter agency that lists the other law enforcement agencies for which records are maintained, will be kept on file at the Rctg Bn. The letter substantiates the source of the information which is entered on the DD Form 369.

POLICE RECORD CHECK		1. DATE OF REQUEST 21 OCT 1999		<i>Form Approved</i> <i>OMB No. 0704-0007</i> <i>Expires Jan 31, 2001</i>							
<small>The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0007), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small>											
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS, RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM.											
SECTION I - (To be completed by Recruiting Service)											
2. NAME OF APPLICANT (<i>Last, First, Middle Name(s), Alias</i>) KELLEY, ROBERT LEE		3. SEX <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		4. PLACE OF BIRTH <table style="width: 100%;"> <tr> <td style="width: 33%;">a. CITY</td> <td style="width: 33%;">b. COUNTY</td> <td style="width: 33%;">c. STATE</td> </tr> <tr> <td>ARLINGTON</td> <td>TARRANT</td> <td>TX</td> </tr> </table>		a. CITY	b. COUNTY	c. STATE	ARLINGTON	TARRANT	TX
		a. CITY	b. COUNTY	c. STATE							
ARLINGTON	TARRANT	TX									
5. DATE OF BIRTH 16 JUN 1978		6. RACE/ETHNIC GROUP <table style="width: 100%;"> <tr> <td><input type="checkbox"/> AMER. INDIAN/ALASKAN NATIVE</td> <td><input type="checkbox"/> BLACK</td> <td><input type="checkbox"/> HISPANIC</td> </tr> <tr> <td><input type="checkbox"/> ASIAN OR PACIFIC ISLANDER</td> <td><input checked="" type="checkbox"/> WHITE</td> <td><input type="checkbox"/> OTHER</td> </tr> </table>		<input type="checkbox"/> AMER. INDIAN/ALASKAN NATIVE	<input type="checkbox"/> BLACK	<input type="checkbox"/> HISPANIC	<input type="checkbox"/> ASIAN OR PACIFIC ISLANDER	<input checked="" type="checkbox"/> WHITE	<input type="checkbox"/> OTHER	7. SOCIAL SECURITY NUMBER 123-45-6789	
<input type="checkbox"/> AMER. INDIAN/ALASKAN NATIVE	<input type="checkbox"/> BLACK	<input type="checkbox"/> HISPANIC									
<input type="checkbox"/> ASIAN OR PACIFIC ISLANDER	<input checked="" type="checkbox"/> WHITE	<input type="checkbox"/> OTHER									
8. ADDRESS IN ADDRESSEE'S JURISDICTION (<i>See "MAIL TO" block</i>)					9. DATES RESIDED AT THIS ADDRESS						
a. NUMBER AND STREET (<i>Include apartment no.</i>) 216 PIONEER STREET		b. CITY ARLINGTON		c. STATE TX	d. ZIP CODE 76010						
				a. FROM JUN 1997	b. TO PRESENT						
10. PERSON MAKING THIS REQUEST											
a. NAME (<i>Last, First, Middle Name(s)</i>) ANDERSON, JEFFREY BURTON		b. RANK SFC		c. SIGNATURE /SIGNED/							
				d. TITLE ARMY RECRUITER							
SECTION II - (To be completed by Applicant)											
PRIVACY ACT STATEMENT											
AUTHORITY: Title 10 United States Code, Section 504, 505, 508, 520(a) and 12102; E.O. 9397. PRINCIPAL PURPOSE: To determine eligibility of a prospective enlistee in the Armed Forces of the United States. ROUTINE USES: Information collected on this form may be released to law enforcement agencies engaged in the investigation or prosecution of a criminal act or the enforcement or implementation of a statute, rule, regulation or order; to any component of the Department of Justice for the purpose of representing the DoD. DISCLOSURE: Voluntary; however, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States.											
<small>The data are for OFFICIAL USE ONLY and will be maintained and used in strict confidence in accordance with Federal law and regulations. Making a knowing and willful false statement on this DD Form 369 may be punishable by fine or imprisonment or both. All information provided by you, which possibly may reflect adversely on your past conduct and performance, may have an adverse impact on you in your military career in situations such as consideration for special assignment, security clearances, court martial and administrative proceedings, etc.</small>											
11. I HEREBY CONSENT TO RELEASE FROM YOUR FILES THE INFORMATION REQUESTED BELOW.				SIGNATURE /SIGNED/							
SECTION III - (To be completed by Police or Juvenile Agency)											
<small>The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience.</small>											
12. HAS THE APPLICANT A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? <i>(If YES, what, was the offense or charge, date, disposition and sentence?)</i>					<input type="checkbox"/> YES <input type="checkbox"/> NO						
13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? <i>(If YES, give details.)</i>					<input type="checkbox"/> YES <input type="checkbox"/> NO						
THIS IS TO CERTIFY THAT THE ABOVE DATA AS CORRECTED ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES.											
14. DATE		15. TITLE		16. VERIFIED BY (<i>Signature</i>)							
LAW ENFORCEMENT AGENCY MAIL TO: <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: 5px; left: 5px;">┌</div> <div style="position: absolute; top: 5px; right: 5px;">┐</div> <div style="position: absolute; bottom: 5px; left: 5px;">└</div> <div style="position: absolute; bottom: 5px; right: 5px;">┘</div> <div style="text-align: center; padding: 10px;"> ARLINGTON POLICE DEPARTMENT 110 W. DIVISION AVENUE ARLINGTON, TX 76010 </div> </div>			LAW ENFORCEMENT AGENCY MAIL FROM: <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: 5px; left: 5px;">┌</div> <div style="position: absolute; top: 5px; right: 5px;">┐</div> <div style="position: absolute; bottom: 5px; left: 5px;">└</div> <div style="position: absolute; bottom: 5px; right: 5px;">┘</div> <div style="text-align: center; padding: 10px;"> U.S. ARMY RECRUITING STATION ATTN: SFC ANDERSON 627 N. COOPER STREET ARLINGTON, TX 76010 </div> </div>								

DD FORM 369, JAN 1998

Figure 1. Sample of a completed DD Form 369

POLICE RECORD CHECK		1. DATE OF REQUEST 21 OCT 1999		<i>Form Approved</i> <i>OMB No. 0704-0007</i> <i>Expires Jan 31, 2001</i>	
<small>The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0007), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small>					
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS, RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM.					
SECTION I - (To be completed by Recruiting Service)					
2. NAME OF APPLICANT (<i>Last, First, Middle Name(s), Alias</i>) Kelley, Roberta Lynn (AKA) Burns, Roberta Lynn		3. SEX <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		4. PLACE OF BIRTH	
				a. CITY ARLINGTON	b. COUNTY TARRANT
5. DATE OF BIRTH 16 JUN 1978	6. RACE/ETHNIC GROUP <input type="checkbox"/> AMER. INDIAN/ALASKAN NATIVE <input type="checkbox"/> ASIAN OR PACIFIC ISLANDER <input checked="" type="checkbox"/> BLACK <input type="checkbox"/> WHITE			7. SOCIAL SECURITY NUMBER 123-45-6789	
8. ADDRESS IN ADDRESSEE'S JURISDICTION (<i>See "MAIL TO" block</i>)					9. DATES RESIDED AT THIS ADDRESS
a. NUMBER AND STREET (<i>Include apartment no.</i>) 216 PIONEER STREET	b. CITY ARLINGTON	c. STATE TX	d. ZIP CODE 76010	a. FROM JUN 1997	b. TO PRESENT
10. PERSON MAKING THIS REQUEST					
a. NAME (<i>Last, First, Middle Name(s)</i>) ANDERSON, JEFFREY BURTON		b. RANK SFC	c. SIGNATURE /SIGNED/		d. TITLE ARMY RECRUITER
SECTION II - (To be completed by Applicant)					
PRIVACY ACT STATEMENT AUTHORITY: Title 10 United States Code, Section 504, 505, 508, 520(a) and 12102; E.O. 9397. PRINCIPAL PURPOSE: To determine eligibility of a prospective enlistee in the Armed Forces of the United States. ROUTINE USES: Information collected on this form may be released to law enforcement agencies engaged in the investigation or prosecution of a criminal act or the enforcement or implementation of a statute, rule, regulation or order; to any component of the Department of Justice for the purpose of representing the DoD. DISCLOSURE: Voluntary; however, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States.					
<small>The data are for OFFICIAL USE ONLY and will be maintained and used in strict confidence in accordance with Federal law and regulations. Making a knowing and willful false statement on this DD Form 369 may be punishable by fine or imprisonment or both. All information provided by you, which possibly may reflect adversely on your past conduct and performance, may have an adverse impact on you in your military career in situations such as consideration for special assignment, security clearances, court martial and administrative proceedings, etc.</small>					
11. I HEREBY CONSENT TO RELEASE FROM YOUR FILES THE INFORMATION REQUESTED BELOW.			SIGNATURE /SIGNED/		
SECTION III - (To be completed by Police or Juvenile Agency)					
<small>The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience.</small>					
12. HAS THE APPLICANT A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? <i>(If YES, what, was the offense or charge, date, disposition and sentence?)</i>				<input type="checkbox"/> YES	<input type="checkbox"/> NO
13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? <i>(If YES, give details.)</i>				<input type="checkbox"/> YES	<input type="checkbox"/> NO
In accordance with 5th Rctg Bde MOI dated 28 May 1998, on file at Dallas Rctg Bn; Texas Department of Public Safety charges a \$5 fee for release of arrest and/or conviction information.					
THIS IS TO CERTIFY THAT THE ABOVE DATA AS CORRECTED ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES.					
14. DATE 21 OCT 1999	15. TITLE RECRUITER		16. VERIFIED BY (<i>Signature</i>) /SIGNED/		
LAW ENFORCEMENT AGENCY MAIL TO: <div style="border: 1px solid black; padding: 10px; text-align: center;"> TEXAS DEPARTMENT OF PUBLIC SAFETY P.O. BOX 4143 AUSTIN, TX 78765 </div>			LAW ENFORCEMENT AGENCY MAIL FROM: <div style="border: 1px solid black; padding: 10px; text-align: center;"> U.S. ARMY RECRUITING STATION ATTN: SFC ANDERSON 627 N. COOPER STREET ARLINGTON, TX 76010 </div>		

DD FORM 369, JAN 1998

Figure 2. Sample of a completed DD Form 369 with statement

Probation Officer and/or Court Records Report

(For use of this form see USAREC Reg 601-94)

TO: Irving Municipal Court 1060 O'Conner Street Irving, TX 75123	DATE: 12 Sep 1999
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INDIVIDUAL NAMED BELOW IS A POTENTIAL ENLISTEE IN THE UNITED STATES ARMY:

NAME: Peterson Nathaniel Ray	DATE OF BIRTH: 15 Mar 1979
ADDRESS: 135 Walnut Hill Lane, Irving, Dallas, TX 75038	
(Street) (City) (County) (State) (Zip Code)	

Applicant claims to have a record of civil offenses and/or juvenile dispositions. This is not in itself a bar to enlistment, providing a waiver of such adjudications or convictions is granted and providing he or she is otherwise qualified. Fitness for military service is judged by individual's character at the time of enlistment application.

In order that the individual's moral qualifications for enlistment may be determined, it is requested that you complete this form's reverse side. Please include information on any charge(s), conviction(s), or adjudication(s).

Thank you for your assistance in this matter.

RETURN TO:
U. S. Army Recruiting Station
ATTN: SFC Bell
1150 N. Beltline
Irving, TX 75038

Request that you release all information concerning my juvenile and/or adult record.

/signed/
Signature of applicant

USAREC Fm 1037, Rev 1 May 97 (Previous editions are obsolete)

Figure 3. Sample of a completed USAREC Form 1037

If individual, Peterson, Nathaniel Ray , has any type of record please complete the following:
(Name)

Date 12 Sep 1999

Technical name of offense for which tried	Date of offense	Date of trial or hearing	Disposition to include sentence (also list charges amended or reduced to a lesser charge)	Indicate whether probation was supervised or unsupervised	What are the conditions of probation (including unsupervised probation) or conditional release	Was guilty entered in court records	Inclusive date(s) of civil custody (jail time)	Maximum penalty when committed by an adult	Tried as an adult or juvenile
Is there any pending court action? <input type="checkbox"/> Yes <input type="checkbox"/> No					Remarks and recommendation (include ability to work with others, character, family background, etc):				
Have all fines (and/or restitution) been paid? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA									
Name of Agency:				Signature:			Official Title:		

Figure 3. Sample of a completed USAREC Form 1037 (Continued)



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

U.S. ARMY RECRUITING STATION
1150 N. BELTIME
IRVING, TEXAS 75038

RCW-XX

13 OCTOBER 1999

DALLAS COUNTY JAIL
111 N. INDUSTRIAL AVENUE
DALLAS, TEXAS 75235

Dear Sir:

The person named below has made application for enlistment in the United States Army. It is believed he was committed to your institution.

PETERSON, NATHANIEL RAY - 135 WALNUT HILL LANE, IRVING, TX 75038

A record of juvenile adjudication or civil conviction is not in itself a bar to enlistment, providing a waiver of such adjudication or conviction is granted and providing he or she is otherwise qualified. Fitness for military service is judged by the applicant's character at time of enlistment application.

Your assistance in furnishing certain information concerning applicant will be very helpful in determining his or her acceptability for military service. The reverse side of this letter reflects the information desired and may be used for your evaluation.

Your cooperation in this matter will be appreciated.

Sincerely yours,

GERALD L. BELL
SFC, USA
Army Recruiter

1 Encl
Return envelope

USAREC FL 41, Rev 1 Jan 91 (Previous editions will be used)

Figure 4. Sample of a completed USAREC FL 41

INCLUSIVE DATES OF COMMITMENT:

TERMS OF RELEASE (PAROLE OR AFTER CARE OR COMPLETE DISCHARGE FROM JURISDICTION OF OF STATE OR COURT WHICH ORDERED COMMITMENT):

REMARKS (TO INCLUDE COMPLIANCE WITH RULES AND INSTRUCTIONS):

SIGNATURE and DATE

TITLE

NAME OF INSTITUTION

Figure 4. Sample of a completed USAREC FL 41 (Continued)



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY DALLAS RECRUITING BATTALION
1350 WALNUT HILL LANE, SUITE 150
IRVING, TEXAS 75038-3045

RCSW-XX

SUBJECT: Release of Arrest Information

DATE: 1 Nov 1999

Agency: Dallas County Sheriff Department

Dear Sir:

Applicants for the United States Army are required to disclose any prior involvement with law enforcement agencies. United States Army recruiting personnel are required to verify the record of those applicants with an admitted or suspected arrest.

I request your assistance in supporting the efforts of United States Army recruiters in obtaining arrest information when it is consistent with State and Local laws.

Please indicate the policy of your department concerning the release of information to United States Army recruiting personnel by completing the following:

☐ This department will release arrest record information to U.S. Army recruiters.

Requirement: ☐

☐ In person

☐ Written consent of applicant

☐ By mail

☐ Written consent of parent or guardian

☐ Telephonically

☐ Fingerprints required

☐ Fee (\$ _____)

☐ This department will/will not release arrest record information to applicant, parent, or guardian.

☐ This department is precluded from releasing information pursuant to the following Penal Code

☐ Other (Please explain) _____

Date Signed

Signature and Title of Department Representative

Thank you for assisting us in our recruiting effort.

Sincerely,

James J. Walton
Lieutenant Colonel, U.S. Army
Commanding

USAREC FL 146, Rev 1 Jan 90 (Previous editions are obsolete)

Figure 5. Sample of a completed USAREC FL 146

UPDATE • USAREC Reg 601-94